



# NASA Applicant Eligibility Questions Resource Guide



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*A guide for applicants to navigate USA  
Jobs eligibility questions when applying to  
NASA positions.*

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# NASA Applicant Eligibility Questions Resource Guide

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## Background

This purpose of this guide is to provide information to applicants for NASA vacancy announcements. It was created to help applicants for General Schedule (GS) positions be aware of the type of questions asked during the application process. Executive Services and Pathways announcements use different eligibility questions, which have not been included in this guide at this time.

Prior to implementation of USA Staffing (USAS) in November 2020, NASA used a talent acquisition system called NASA STARS. In the NASA STARS application process, applicants were presented eligibility questions which varied for current federal employees and members of the general public.

USAS includes functionality to ask applicants questions about their eligibility for different hiring authorities. The NASA hiring process uses a variety of types of vacancy announcements and areas of consideration, depending on where a good applicant pool can be found. Due to this variety of announcements, the eligibility questions we ask vary by type of announcement. The sets of questions below are applicable to different types of vacancy announcements.

NASA's Office of Chief Human Capital Officer encourages all applicants to apply for any type of announcement for which they are eligible and qualified. Applicants may find this information by reviewing vacancy announcements on USA Jobs. To determine if you are eligible, review the "This job is open to..." section, typically at the top right corner of the screen. To determine if you are qualified, review the "Requirements" section. We also encourage applicants to carefully review the entire vacancy announcement for important information about the position, the application process, and other information.

You will find the different sets of questions on the following pages. Each question in **orange** on this document will be followed with the opportunity for the applicant to answer *yes* or *no*.

## Announcements open to center employees only

1. Please carefully review and answer the questions below regarding your current status as a NASA employee.

To be considered for this vacancy announcement, you must:

- Meet one of the eligibilities below; **AND**,
- Answer "yes" to one of the eligibility questions; **AND**,
- As part of your application, **submit the required documents to support your claim.**

You will typically submit a Notification of Personnel Action Standard Form 50 (SF-50), which can be found in your electronic Official Personnel Folder (eOPF). You will only be considered for claimed eligibilities that are supported by your submitted documents.

If you answer "no" to all of the eligibility questions, your application will be found ineligible for this position, as this means you have self-identified that you do not meet the requirements in the "This job is open to..." section of the vacancy announcement.

Please be advised that NASA HR staff rely on applicants' careful consideration and responses to the questions. **If you make a mistake in answering "no" to all of the questions or respond "yes" only to eligibilities that you do not have, NASA HR staff will not change the responses you submit as a part of your application.**

Please indicate if you have read these eligibility instructions.

2. Are you a current NASA federal employee assigned to the center for which this position is being advertised, serving on a career or career conditional appointment, whose current grade and promotion potential are both lower than the grade of the promotion potential listed in the announcement?

If you are unsure if you are serving on a career or career-conditional appointment, you can review your most recent SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**
- Status in the competitive service (position occupied in block 34 is 1).

To find your promotion potential, you can review your latest promotion, reassignment or appointment SF-50.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

3. Are you a current NASA federal employee assigned to the center for which this position is being advertised, serving on a career or career conditional appointment, whose current **grade** is the same or greater than the promotion potential listed in the announcement, **OR** whose current **promotion potential** is the same or greater than the promotion potential listed in the announcement?

If you are unsure if you are serving on a career or career-conditional appointment and/or if your current **grade** is the same or greater than the promotion potential listed in the announcement, you can review your most recent SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (position occupied in block 34 is 1); **AND**,
- Your current grade is the same or greater than the promotion potential listed in the announcement.

If you are unsure if you are serving on a career or career-conditional appointment and/or if your current **promotion potential** is the same or greater than the promotion potential listed in the announcement, you can review your most recent appointment of promotion SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (position occupied in block 34 is 1); **AND**,
- A remark in block 45 that states, "Full performance level of employee's position is (pay plan and grade)." The listed grade must match the promotion potential listed in the announcement.

If you answer yes to one of these questions, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in a position at the same or greater grade or promotion potential as the advertised position, such as a promotion or appointment SF-50.

4. Are you a current NASA federal employee assigned to the center for which this position is being advertised, on a term appointment under the NASA Flexibility Act of 2004 with current eligibility to convert to a permanent appointment?

If you are unsure if you are on an eligible term appointment, you can review your SF-50 that documents your term appointment. This SF-50 must reflect:

- In block 5-B, Term Appt NTE, **AND**
- In block 45, a remark that states "Employee has competed under an announcement offering the potential for conversion to permanent appointment under P.L. 108-201, as codified in 5 U.S.C. 9806."
- If your term appointment SF-50 contains the remark above, you also must have completed at least two years of continuous service under a term appointment **AND** your performance rating must be at least fully successful.

If you answer yes to this question, you must submit **both** the SF-50 that documents your term appointment, **and** the SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

**5. Are you a current NASA federal employee assigned to the center for which this position is being advertised on a current Schedule A appointment for individuals with disabilities?**

If you are unsure if you are on a current Schedule A appointment for individuals with disabilities, you can review your SF-50 that documents your excepted appointment. This SF-50 must reflect:

- In block 5-B, Exc Appt or Exc Appt NTE, **AND**
- In block 5-C, WUM, WTA or WTB.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in your Schedule A appointment.

**6. Are you a current NASA federal employee assigned to the Center for which this position is being advertised on a current Veterans' Recruitment Appointment (VRA)?**

If you are unsure if you are on a current Veterans' Recruitment Appointment (VRA), you can review your SF-50 that documents your excepted appointment. This SF-50 must reflect:

- In block 5-B, Exc Appt or Exc Appt NTE, **AND**
- In block 5-C, J8M.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in your VRA appointment.

**7. Are you a current NASA federal employee on a long-term rotational assignment to the NASA Engineering and Safety Center or the NASA Safety Center?**

If you are unsure if you are eligible, you can review your most recent SF-50. This SF-50 must reflect in block 22:

- The NASA Engineering Safety Center, **OR**
- The NASA Safety Center.

If you answer yes to this question, you must submit **both** your most recent SF-50 that includes your current grade and position title, **and** the SF-50 that shows when you

began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

8. Are you a current or former federal employee displaced from NASA?

If you are unsure if you are eligible, confirm the following:

- You are located in the same local commuting area of the vacancy; **AND**,
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND**,
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND**,
- Your last performance rating of record is at least fully successful or the equivalent.

If you answer yes to this question you must submit the following:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if the notice does not have this information included, you must submit your most recent performance appraisal), **AND**
- Your most recent SF- 50 that includes your position title and grade.

For more information on qualifying conditions for CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](https://www.opm.gov/policy-data-oversight/career-transition-employees/)

## Announcements open to NASA employees only

1. Please carefully review and answer the questions below regarding your current status as a NASA employee.

To be considered for this vacancy announcement, you must:

- Meet one of the eligibilities below; **AND**,
- Answer "yes" to one of the eligibility questions; **AND**,
- As part of your application, **submit the required documents to support your claim.**

You will typically submit a Notification of Personnel Action Standard Form 50 (SF-50), which can be found in your electronic Official Personnel Folder (eOPF). You will only be considered for claimed eligibilities that are supported by your submitted documents.

If you answer "no" to all of the eligibility questions, your application will be found ineligible for this position, as this means you have self-identified that you do not meet the requirements in the "This job is open to..." section of the vacancy announcement.

Please be advised that NASA HR staff rely on applicants' careful consideration and responses to the questions. **If you make a mistake in answering "no" to all of the questions or respond "yes" only to eligibilities that you do not have, NASA HR staff will not change the responses you submit as a part of your application.**

Please indicate if you have read these eligibility instructions.

2. Are you a current NASA federal employee serving on a career or career conditional appointment, whose current grade and promotion potential are both lower than the grade of the promotion potential listed in the announcement?

If you are unsure if you are serving on a career or career-conditional appointment, you can review your most recent SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (position occupied in block 34 is 1).

To find your promotion potential, you can review your latest promotion, reassignment or appointment SF-50.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

3. Are you a current NASA federal employee serving on a career or career conditional appointment, whose current **grade** is the same or greater than the promotion potential listed in the announcement, **OR** whose current **promotion potential** is the same or greater than the promotion potential listed in the announcement?

If you are unsure if you are serving on a career or career-conditional appointment and/or if your current **grade** is the same or greater than the promotion potential listed in the announcement, you can review your most recent SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (position occupied in block 34 is 1); **AND**,
- Your current grade is the same or greater than the promotion potential listed in the announcement.

If you are unsure if you are serving on a career or career-conditional appointment and/or if your current **promotion potential** is the same or greater than the promotion potential listed in the announcement, you can review your most recent appointment of promotion SF-50. This SF-50 must reflect:

- Career or career-conditional (tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (position occupied in block 34 is 1); **AND**,
- A remark in block 45 that states, "Full performance level of employee's position is (pay plan and grade)". The listed grade must match the promotion potential listed in the announcement.

If you answer yes to one of these questions, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in a position at the same or greater grade or promotion potential as the advertised position, such as a promotion or appointment SF-50.

4. Are you a current NASA federal employee on a term appointment under the NASA Flexibility Act of 2004 with current eligibility to convert to a permanent appointment?

If you are unsure if you are on an eligible term appointment, you can review your SF-50 that documents your term appointment. This SF-50 must reflect:

- In block 5-B, Term Appt NTE, **AND**
- In block 45, a remark that states "Employee has competed under an announcement offering the potential for conversion to permanent appointment under P.L. 108-201, as codified in 5 U.S.C. 9806."
- If your term appointment SF-50 contains the remark above, you also must have completed at least two years of continuous service under a term appointment **AND** your performance rating must be at least fully successful.

If you answer yes to this question, you must submit **both** the SF-50 that documents your term appointment, **and** the SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

#### 5. Are you a current NASA federal employee on a current Schedule A appointment for individuals with disabilities?

If you are unsure if you are on a current Schedule A appointment for individuals with disabilities, you can review your SF-50 that documents your excepted appointment. This SF-50 must reflect:

- In block 5-B, Exc Appt or Exc Appt NTE, **AND**
- In block 5-C, WUM, WTA or WTB.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in your Schedule A appointment.

#### 6. Are you a current NASA federal employee on a current Veterans' Recruitment Appointment (VRA)?

If you are unsure if you are on a current Veterans' Recruitment Appointment (VRA), you can review your SF-50 that documents your excepted appointment. This SF-50 must reflect:

- In block 5-B, Exc Appt or Exc Appt NTE, **AND**
- In block 5-C, J8M.

If you answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** the SF-50 that shows when you began serving in your VRA appointment.

#### 7. Are you a current or former federal employee displaced from NASA?

If you are unsure if you are eligible, confirm the following:

- You are located in the same local commuting area of the vacancy; **AND**,
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND**,
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND**,
- Your last performance rating of record is at least fully successful or the equivalent.

If you answer yes to this question you must submit the following:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if the notice does not have this information included, you must submit your most recent performance appraisal), **AND**
- Your most recent SF- 50 that includes your position title and grade.

For more information on qualifying conditions for CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](https://www.opm.gov/policy-data-oversight/career-transition-employees/)

## Announcements open to status candidates

Status candidates include current and former federal employees and individuals eligible for special hiring authorities.

### 1. Do you claim Veterans' Preference?

- A. No, I do not claim Veterans' Preference
- B. 0-point Sole Survivorship Preference (SSP)
- C. 5-point preference based on active duty in the U.S. Armed Forces (TP)
- D. 10-point preference for non-compensable disability or Purple Heart (XP)
- E. 10-point preference based on a compensable service-connected disability of at least 10% but less than 30% (CP)
- F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
- G. 10-point preference based on a compensable service-connected disability of 30% or more (CPS)

2. Please carefully review and answer the questions below regarding your status as a current or former federal employee, a non-competitive eligible or a special appointing authority eligible.

To be considered for this vacancy announcement, you must:

- Meet one of the eligibilities below; **AND**,
- Answer "yes" to one of the eligibility; **AND**,
- As part of your application, **submit the required documents to support your claim.**

You will typically submit a Notification of Personnel Action Standard Form 50 (SF-50) or an equivalent personnel action form. If you are a current federal employee you can find your SF-50 in your Electronic Official Personnel Folder (eOPF). You will only be considered for claimed eligibilities that are supported by your submitted documents. If you answer "no" to all of the eligibility questions, your application will be found ineligible for this position, as this means you have self-identified that you do not meet the requirements in the "This job is open to..." section of the vacancy announcement.

Please be advised that NASA HR staff rely on applicants' careful consideration and responses to the questions. **If you make a mistake in answering "no" to all of the questions or respond "yes" only to eligibilities that you do not have, NASA HR staff will not change the responses you submit as a part of your application.**

Please indicate if you have read these eligibility instructions.

- ### 3. Are you a current or former federal employee who:
- Serves or has served on a career appointment; **AND**,

- Has held a LOWER grade or promotion potential than the position being advertised?

**OR**

Are you a former federal employee who:

- Served on a career-conditional appointment; **AND**,
- Is within 3 years of the separation date of that appointment OR is a veteran's preference eligible that has been separated for more than 3 years; **AND**,
- Has held a LOWER grade or promotion potential than the position being advertised?

If you are unsure if you serve/served on a career or career conditional appointment, you can review your SF-50s. You must have an SF-50 that reflects:

- A career or career-conditional appointment (Tenure in block 24 is 1 or 2), **AND**
- Status in the competitive service (Position Occupied in block 34 is 1).

To find your grade or promotion potential, you can review an SF-50 that shows your highest grade or promotion potential, which is most likely an appointment, promotion, or reassignment. This SF-50 should reflect

- Your current or former grade is the lower than the promotion potential listed in the announcement, **AND**
- A remark in block 45 that states, "Full performance level of employee's position is (pay plan and grade)". The listed grade must be lower than the promotion potential listed in the announcement.

If you are a current federal employee **or** a former federal employee with a break in service of **less than** 52 weeks, and answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

If you are a former federal employee with break in service of **more than** 52 weeks, and answer yes to this question, you must submit your most recent SF-50 that reflects that reflects your career or career-conditional status.

4. Are you a current or former federal employee who:

- Serves or has served on a career appointment; **AND**,
- Has held the SAME OR HIGHER grade or promotion potential as the position being advertised.

**OR**

Are you a former federal employee who:

- Served on a career-conditional appointment; **AND**,
- Is within 3 years of the separation date of that appointment OR is a veteran's preference eligible that has been separated for more than 3 years; **AND**,
- Has held the SAME or HIGHER grade or promotion potential as the position being advertised.

If you are unsure if you serve/served on a career or career conditional appointment, you can review your SF-50s. You must have an SF-50 that reflects:

- A career or career conditional appointment (Tenure in block 24 is 1 or 2); **AND**,
- Status in the competitive service (Position Occupied in block 34 is 1).

To find your grade or promotion potential, you can review an SF-50 that shows your highest grade or promotion potential, which is most likely an appointment, promotion, or reassignment. This SF-50 should reflect

- Your current or former grade is the same or greater than the promotion potential listed in the announcement, **OR**
- A remark in block 45 that states, "Full performance level of employee's position is (pay plan and grade)". The listed grade must be the same or greater than the promotion potential listed in the announcement.

If you are a current federal employee **or** a former federal employee with a break in service of **less than** 52 weeks, and answer yes to this question, you must submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

If you are a former federal employee with break in service of **more than** 52 weeks, and answer yes to this question, you must submit your most recent SF-50 that reflects that reflects your career or career-conditional status.

#### 5. Are you a current NASA federal employee serving on a term appointment under the NASA Flexibility Act of 2004 with current eligibility to convert to a permanent appointment?

If you are unsure if you are on an eligible term appointment, you can review your SF-50 that documents your term appointment. This SF-50 must reflect:

- In block 5-B, Term Appt NTE, **AND**
- In block 45, a remark that states "Employee has competed under an announcement offering the potential for conversion to permanent appointment under P.L. 108-201, as codified in 5 U.S.C. 9806."
- If your term appointment SF-50 contains the remark above, you also must have completed at least two years of continuous service under a term appointment **AND** your performance rating must be at least fully successful.

If you answer yes to this question, you must submit **both** the SF-50 that documents your term appointment **and** the SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment SF-50.

6. Do you have a severe physical, psychiatric or mental disability that qualifies you for a Schedule A Disability appointment?

For more information, review [USAJOBS Individuals with Disabilities resources](#).

If you answer yes to this question, you must provide appropriate medical documentation, i.e., a letter signed by a licensed medical professional or licensed vocational rehabilitation specialist stating your condition and restrictions.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

7. Are you a veteran requesting Veterans Employment Opportunities Act of 1998 (VEOA) consideration whose **most recent** discharge was under honorable conditions **AND** you:

- Served three or more years of continuous active duty service in the military (Note: if released shortly before completing a 3-year tour, you are considered to meet the eligibility), **OR**
- Are entitled to veterans' preference?

For more information, review [USAJOBS Veterans resources](#).

If you answer yes to this question, you must submit your **most recent** Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of service which includes character of service.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

8. Are you a veteran requesting Veterans' Recruitment Appointment (VRA) consideration who separated from active duty with an honorable or general discharge **AND** you:

- Served during a war or are in receipt of a campaign badge for service in a campaign or expedition; **OR**,
- Are a disabled veteran; **OR**,

- Are in receipt of an Armed Forces Service Medal (includes the Global War on Terrorism Service Medal) for participation in a military operation; **OR**,
- Are a recently separated veteran (within 3 years of discharge)?

For more information, review [USAJOBS Veterans resources](#).

If you answer yes to this question, you must submit the following:

- Your **most recent** Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service.
- If you are claiming disability preference, you must also submit:
  - The Application for 10-Point Veteran Preference, Standard Form 15, **AND**
  - The associated documentation required by the SF-15, such a disability letter from the Department of Veterans Affairs or Armed Service.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

9. Are you a veteran requesting 30 Percent or More Disabled Veteran consideration who separated from active duty under honorable conditions **AND** you:

- Have a rating from the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more, **OR**
- Are retired from active military service with a service-connected disability rating of 30% or more?

For more information, review [USAJOBS Veterans resources](#).

If you answer yes to this question, you must submit the following:

- Your **most recent** Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service; **AND**,
- The Application for 10-Point Veteran Preference, Standard Form 15; **AND**,
- The associated documentation required by the SF-15, such a disability letter from the Department of Veterans Affairs or Armed Service.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

10. Are you a disabled veteran requesting consideration based on Disabled Veterans Enrolled in a VA Training Program consideration who successfully completed training under the Department of Veterans Affairs vocational rehabilitation program and received a Certificate of Training from a government agency?

If you answer yes to this question, you must submit your Certificate of Training from a government agency.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

11. Are you the spouse or widow/widower that meets one of the following conditions:

- (A) Are you the spouse of an active duty member of the Armed Forces? **OR**
- (B) Are you the spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100%? **OR**
- (C) Are you the spouse of a member of the Armed Forces who retired or separated from the Armed Forces who has a disability rating of 100% from the Department of Veterans Affairs? **OR**
- (D) Are you the un-remarried widow or widower of a member of the Armed Forces killed while in active duty status?

For more information, review [USAJOBS Veterans resources](#).

If you are the spouse of an active duty member of the Armed Forces, you must submit your spouse's active military orders and documentation verifying marriage, for example a marriage certificate.

If you are the spouse of a retired or separated member of the Armed Forces with a disability rating of 100% or an un-remarried widow or widower of a member of the Armed Forces killed while in active duty status, you must submit:

- The Application for 10-Point Veteran Preference, Standard Form 15, **AND**
- All supporting documentation identified on that document. Those documents can include a Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of service which includes character of service; death certificate and documentation identifying marital status at the time of death; disability letter from the Department of Veterans Affairs or Armed Service, etc.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

12. Are you a current, permanent employee of an excepted service federal agency that has a valid interchange agreement with the Office of Personnel Management?

For more information, review [Interchange Agreements with Other Merit Systems](#).

If you answer yes to this question, you must submit your most recent SF-50 or the equivalent reflecting your status, current title, series and grade, **and** an SF-50 or equivalent that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

13. Are you a current:

- Postal Career Service employee; **OR**,
- Postal Rate Commission employee; **OR**,
- Government Accountability Office (GAO) employee; **OR**,
- Administrative Office of the U.S. Courts employee?

For more information, review [Miscellaneous Authorities Not Regulated By U.S. Office of Personnel Management](#).

If you answer yes to this question, you must submit your SF-50 or the equivalent reflecting your status, current title, series and grade, **and** an SF-50 or equivalent that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

14. Are you a current or former federal employee displaced from NASA or any other federal agency?

If yes, confirm:

- You are located in the same local commuting area of the vacancy; **AND**,
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND**,
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND**,
- Your last performance rating of record is at least fully successful or the equivalent.

For more information on qualifying conditions for ICTAP or CTAP you may go to: [The](#)

[Employee's Guide to Career Transition \(opm.gov\)](http://opm.gov)

If you answer yes to this question, you must submit the following supporting documentation:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if the notice does not have this information included, you must submit your most recent performance appraisal), **AND**
- Your most recent Notification of Personnel Action, Standard Form 50.

15. Were you employed overseas as an Appropriated Fund employee and meet all of the following requirements:

- You completed 52 weeks of creditable overseas service in an appropriated fund position(s) as a family member during the time you accompanied a sponsor officially assigned to an overseas area; **AND**,
- You received a fully successful or better (or equivalent) performance rating; **AND**,
- You returned to the United States to resume residence less than 3 years ago?

If you answer yes to this question, you must submit your most recent SF-50, AND most recent performance appraisal.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

16. Are you a former Peace Corps volunteer or VISTA member who has completed your service within the past twelve months?

**OR**

Are you a former Peace Corps volunteer or VISTA member who has completed your service within the past 36 months and are requesting an extension of your non-competitive eligibility due to your military service, status as a full-time student or other experience related to this position?

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

17. Are you a current or former Peace Corps employee who has completed at least 36 months of continuous service and has been separated from the Peace Corps for less than three years?

If you answer yes to this question, you must submit your Non-competitive Eligibility Letter issued by the Peace Corps Office of Human Resources.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

18. Have you completed at least 1 year of continuous service immediately before separation from one or more non-temporary Foreign Service appointments, **AND** your separation from a Foreign Service career-type appointment occurred in the last 3 years (individuals entitled to veterans' preference do not need to meet this 3-year requirement)?

**OR**

Have you completed at least 3 years of substantially continuous service under one or more non-temporary appointments in the Foreign Service immediately before separation from an unlimited, career-type appointment in that Service?

**OR**

Are you a current or former limited non-career appointee with the Foreign Service and have at least 48 months of continuous service, a performance rating of satisfactory or better, and if a former employee, no more than a one year break in service since your qualifying appointment?

If you answer yes to this question, you must submit:

- Your SF-50 reflecting your non-temporary status **OR** your SF-50 reflecting your limited non-career appointment; **AND**, your performance rating or separation SF-50.
- If you are outside of the 3-year requirement but are entitled to veteran's preference, submit your most recent Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

19. Are you current or former Land Management employee who worked in a term or temporary job and meets the following requirements?

- You worked for a land management agency for more than 24 months - it does not have to be continuous, as long as there is no break of two or more years.
- You received acceptable performance ratings throughout your term or temporary employment.
- You did not leave your job due to misconduct or performance.
- You are applying within two years of your last term or temporary job.

Land Management agencies include: The Department of Interior's Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs and Bureau of Reclamation, The Department of Agriculture's Forest Service

If you answer yes to this question, you must submit your SF-50 that shows when you left your last term or temporary land management position **AND** relevant performance appraisals.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

20. Are you current or former employee of the Department of Defense, Defense Industrial Base Facility or the Department of Defense Major Range and Test Facilities Base who works or worked in a term or temporary job and were hired by applying to a vacancy announcement?

If you answer yes to this question you must submit your most recent SF50.

If you are **also** a current General Schedule employee who holds a permanent or term appointment in the competitive or excepted service in the executive branch (or has held one in the previous 52 weeks), you must also submit **both** your most recent SF-50 that reflects your current title, series and grade, **and** an SF-50 that shows when you began serving in a position that meets the time in grade requirements for the advertised position, such as a promotion or appointment.

## Announcements open to status candidates – VEOA and ICTAP only

Status candidates include current and former displaced or surplus federal employees eligible and veterans eligible for consideration under the Veterans Employment Opportunities Act of 1998 (VEOA)

Please carefully review and answer the questions below regarding your status as a displaced federal employee or an individual who is eligible for consideration under the Veterans' Employment Opportunities Act of 1998.

To be eligible, you must answer “yes” to one of the eligibility questions and, as part of your application, **submit the required documents to support your claim.**

If you answer “no” to all of the eligibility questions your application will be found ineligible for this position, as this means you have self-identified that you do not meet the requirements in the “This job is open to…” section of the vacancy announcement.

Please be advised that NASA HR staff rely on applicant’s careful consideration and responses to the questions. **If you make a mistake in answering these questions, NASA HR staff will not change the responses you submit as a part of your application.**

Please indicate if you have read these eligibility instructions.

### 1. Are you a current or former federal employee displaced from NASA or any other federal agency?

If yes, confirm:

- You are located in the same local commuting area of the vacancy; **AND,**
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND,**
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND,**
- Your last performance rating of record is at least fully successful or the equivalent.

For more information on qualifying conditions for ICTAP or CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](#)

If you answer yes to this question, you must submit the following supporting documentation:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if the notice does not have this information included, you must submit your most recent performance appraisal), **AND**
- Your most recent Notification of Personnel Action, Standard Form 50.

2. Are you a veteran requesting Veterans Employment Opportunities Act of 1998 (VEOA) consideration whose most recent discharge was under honorable conditions **AND** you:

- Served three or more years of continuous active duty service in the military (Note: if released shortly before completing a 3-year tour, you are considered to meet the eligibility); **OR**
- Are entitled to veterans' preference?

For more information, review [USAJOBS Veterans resources](#).

If you answer yes to this question, you must submit your most recent Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of service which includes character of service.

## Announcements open to the public - Delegated Examining and Direct Hire

1. Do you claim Veterans' Preference?

- A. No, I do not claim Veterans' Preference
- B. 0-point Sole Survivorship Preference (SSP)
- C. 5-point preference based on active duty in the U.S. Armed Forces (TP)
- D. 10-point preference for non-compensable disability or Purple Heart (XP)
- E. 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
- F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
- G. 10-point preference based on a compensable service connected disability of 30% or more (CPS)

2. Are you a current or former federal employee displaced from NASA or any other federal agency?

If yes, confirm:

- You are located in the same local commuting area of the vacancy; **AND**,
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND**,
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND**,
- Your last performance rating of record is at least fully successful or the equivalent.

For more information on qualifying conditions for ICTAP or CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](#)

If you answer yes to this question, you must submit the following supporting documentation:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if the notice does not have this information included, you must submit your most recent performance appraisal), **AND**
- Your most recent Notification of Personnel Action, Standard Form 50.

## Announcements open to the public - Distinguished Scholar

1. Do you claim Veterans' Preference?

- A. No, I do not claim Veterans' Preference
- B. 0-point Sole Survivorship Preference (SSP)
- C. 5-point preference based on active duty in the U.S. Armed Forces (TP)
- D. 10-point preference for non-compensable disability or Purple Heart (XP)
- E. 10-point preference based on a compensable service-connected disability of at least 10% but less than 30% (CP)
- F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
- G. 10-point preference based on a compensable service-connected disability of 30% or more (CPS)

2. Have you received, or will you have received one of the following degrees within two years of the anticipated start date for this position:

- A bachelor's degree with a minimum grade point average (GPA) of 3.0 cumulative and a 3.5 GPA on a 4.0 scale in the field of study? OR
- A graduate degree with a 3.5 GPA in the field of study?

If you answer yes to this question, you must submit transcripts showing completion of your degree, including your grade point average.

2. Are you a current or former federal employee displaced from NASA or any other federal agency?

If yes, confirm:

- You are located in the same local commuting area of the vacancy; **AND**,
- You are applying to a position that is at or below the grade level of the position from which you were or will be separated; **AND**,
- You are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; **AND**,
- Your last performance rating of record is at least fully successful or the equivalent.

For more information on qualifying conditions for ICTAP or CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](#)

If you answer yes to this question, you must submit the following supporting documentation:

- A Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice to include your most recent performance rating (if

the notice does not have this information included, you must submit your most recent performance appraisal), **AND**

- Your most recent Notification of Personnel Action, Standard Form 50.